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TSD/CB Memo #68-194
8 November 1968

MEMORANDUM FOR: D/ORD/DD/S&T

ATTENTION : DD/ORD/DD/S&T

SUBJECT : Review of Requirements Levied on ORD
by TSD Appropriate to FY-69; Initiation
of Requirement Identification and
Processing System

REFERENCE : TSD/CB Memo #68-117, 12 June 1968

1. Experience with the coordination process between TSD and ORD has shown some soft spots which it is believed can be firmed up by establishing a TSD requirement identification system and a procedure for routing ORD proposals submitted for project coordination into, through, and out of TSD.

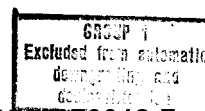
2. Attached is a listing of currently active TSD requirements levied on ORD identified according to the proposed identification system. The requirement list has been reviewed by TSD/D&E Branch Chiefs and Program Managers; it represents the status of the TSD requirements picture as of date of issue of this memorandum.

3. Requirement identification number will be assigned in office of C/TSD/CB in which office a log of active requirements will be kept. Each new requirement will be validated by C/TSD/D&E. Until further notice the statement of requirement will be sent to ORD via [redacted] who will insert it into the proper channel in ORD. A duplicate log of requirements will be maintained in OC/TSD/D&E.

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4. Proposals submitted by ORD for TSD coordination are to be directed to C/TSD/CB who will route them to appropriate personnel. Replies are due within a period of five work days. Replies are to be submitted to C/TSD/CB who will send them to ORD via OC/TSD/D&E.

5. It is suggested that ORD assign a number to each project response which they propose making to a TSD requirement. This number will identify the TSD requirement by the TSD number with an appropriate designating symbol defining



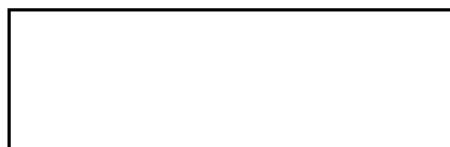
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the particular response made by ORD. As an example should three distinct projects be mounted by ORD in response to TSD requirement TII-3-69, they might be identified as TII-3-69-1, TII-3-69-2 and TII-3-69-3.

6. TSD will review the requirement list at least semi-annually, removing those which no longer exist, updating others and insuring that all recent requirements have been placed in the system.

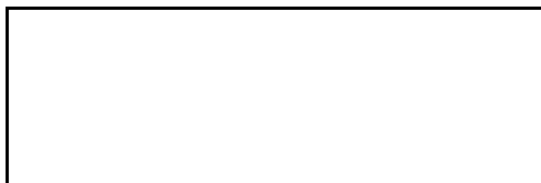
7. Current requirement list with TSD designators is attached.



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Chief, TSD/CB

CONCUR:



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